

FIRST-YEAR CARICOM STUDENTS

General Guidelines for First-year CARICOM Students

1. Prospective student must present upon entry to Trinidad and Tobago an official **Letter of Acceptance** from the University of the Southern Caribbean (*In most cases students will be given between 2 weeks to 4 weeks to apply for their student permits*)
2. Prospective student must present his/her **Passport, Return Ticket, and Letter of Acceptance** to the officer of ISS one day after arrival in Trinidad and Tobago or the next business day
3. Prospective student must collect, complete and submit the student permit application forms, including the medical examination forms, **within one (1) week of arrival in Trinidad and Tobago**.
4. Student Permits are **only** issued to **full-time** students and not to **part-time students**. Therefore, any student in possession of a student permit must be registered for **12-16 Credits**.
5. The required fees must be paid to cashier at the USC Finance Office (Second level of Administrative Building) and the **Receipt or Charge Slip** must be submitted to the office of ISS along with the student permit application forms:

CARICOM

Student Permit Fees:

- a. CARICOM Countries: **\$210.00TT** (First application)
 - Application Fee: \$100.00TT
 - Endorsement Fee: \$ 50.00TT
 - Extension Fee: \$ 50.00TT
 - *USC Service Charge Fee: \$ 10.00TT*

NB: An Extension Fee of \$50.00TT must be paid for each extension until your Student's Permit is issued.

Checklist of Supporting Documents required for Processing a Student Permit

The following is a list of required supporting documents for the processing of a Student Permit and must be submitted together with the Student Permit Application forms to the Office of ISS:

1. Valid passport, a copy of the bio-data page and the most recent immigration entry stamp in the passport. (**Passport's expiry date should be beyond July 31 of each academic year**)
2. A one-year return ticket to home country **and** a copy of the ticket.

3. The medical forms must be completed, signed and stamped by a Medical Doctor (**This is done in Trinidad**).
4. A Chest X-ray report must be submitted along with the medical forms (**This is done in Trinidad**).
5. A Financial Statement of student's account from University's Finance Office. (**This is received from the Finance Office after the student has completed the registration process**)
1. The Sponsor or Person who is financially supporting the student through school is required to produce 4 documents: (1) A Letter of Support, (2) Bank Statement, (3) Job Letter and (4) a copy of his/her passport bio-data page or National ID Card. These documents must be addressed to the **Deputy Chief Immigration Officer of Trinidad and Tobago** and are submitted together with the student permit application forms. (**Note the letter of support must state the relationship between the student and the Sponsor, eg: father-son/daughter, Aunt/Niece etc.**)
6. A copy of Immigration status documents from Sponsor living in Trinidad and Tobago:
 - a. **If your Sponsor is a Resident of Trinidad and Tobago, a copy of the bio data pages from passport, the page with the Immigration Stamp in the passport and a copy of the Residence Certificate is required;**
 - b. **If your Sponsor is a Citizen of Trinidad and Tobago, a copy of the bio-data pages of the passport and financial evidence of sponsorship is required;**
 - c. **If your Sponsor is on CSME or Work Permit in Trinidad and Tobago, a copy of the bio data pages from the passport, the page with the most recent Immigration Stamp in the passport, a copy of the CSME Certificate or Work Permit is required.**
 - d. **If the person is your parent or Spouse, then a copy of birth certificate or Marriage Certificate is required.**
7. If the student is being sponsored financially by a friend or relative that is not a part of the immediate family eg. Aunt, or Friend, the student must present an **affidavit or notarized statement** from the sponsor, followed by a copy of the bio-data of his/her passport or national identification card, a bank statement and a job letter.
8. A student who is a recipient of a scholarship must submit a **Letter of Support**, on an Official Letter Head from the Organization that is supporting the student. The **Letter of Support** must clearly state the responsibilities of the Organization, for e.g. if the organization is responsible for that student's *tuition including expenses or tuition only or a percentage of tuition* etc., incurred at the University of the Southern Caribbean.
9. A copy of the student's high school certificate (CXC, GCE, High School Diploma, Degree)
10. A student who is on study leave must submit a job letter from his/her employer (**All documents must be recent**)
11. A student who is renting outside of the campus must submit: (1) a copy of the recent Rent Receipt, (2) a copy of the Landlord's passport bio-data page or national ID Card and (3) a letter from the Landlord stating that the student is renting from him/her and the address. (**Students Renting Off Campus Only**)
12. **Students accompanied by family** (wife/husband & child/children) must indicate in writing if family member/s will be accompanying them during their tenure at USC and what exactly the family member/s will be doing while in Trinidad. Based on the student's status, an extension is applied for each family member. *See the above mentioned Fees for Extensions.* **Also**, a copy of

the Birth Certificate (**for children**) and a copy of Marriage Certificate (**for spouses**) must be submitted.

13. 1 Passport Size Photograph (No glasses and shoulders must not be exposed/ bare)
14. **ALL** documents must be translated into English, including Bank Statements and Diplomas.
15. **ALL STUDENTS ARE REQUIRED TO LEAVE TRINIDAD AND TOBAGO ON OR BEFORE THE EXPIRY DATE OF THE STUDENT PERMIT.**

NB The office of International Student Services:

1. Will not accept any student permit forms that are not completed with all the supporting documents; including receipts of payment for the permit.
2. Will not process a student permit application for a person who is not registered
3. **Must report to the Immigration Division of the Ministry of National Security a listing of all International Students who are not registered and have a valid student permit.**
4. **All documents must be address to the Immigration Division of Trinidad and Tobago**

The Student's Permit Process:

1. The student returns the Student Permit Application Forms with all the supporting documents and copies to the office of ISS Office;
2. The Extension Form is then taken to Immigration Office in Port of Spain to be File Checked;
3. After the form is File Checked, USC is given a date to return to Immigration to begin the process of applying for student permits;
4. Once the student permit application is approved and accepted by Immigration, it is then paid for;
5. The application then goes through for processing and the necessary checks from the various officers;
6. When the permit is ready, another date is given to return to Immigration Office to have it endorsed in the passport;
7. When the officer returns to campus, the student permit is copied and the original along with the passport is returned to the student;
8. **Processing time is totally dependent on the Immigration Department of Government of Trinidad & Tobago**

An application accepted by the University does not guarantee that a student will be issued a student permit – The Chief Immigration Officer is the final authority on granting a student permit to any foreign national.